



# EAST BRIDGEWATER HOUSING AUTHORITY

100 PROSPECT STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333

Tel: (508) 378-3838

Fax: (508) 378-3880

## MINUTES

### REGULAR MONTHLY MEETING

December 8, 2020

9:00 A.M.

REC'D EB TOWN CLERK  
'21 MAY 26 AM 9:54

The East Bridgewater Housing Authority held its regular monthly meeting as a remote meeting on Tuesday, December 8, 2020 with said meeting called to order at 9:00 a.m. by Chairman Joseph Dutcher.

Board Members Present:	Joseph Dutcher	Chairman
	Christine Butler	Treasurer, Clerk
	Sandra Luddy-Ross	Assistant Treasurer
	Barbara Lafond	Member
Board Members Absent:	Larry Davidson	Vice Chairman
Others Present:	Nancy J. Morris	Executive Director
	Leslie Lundstrom	Administrative Assistant
Guests/Tenants:	None	

There were two notes from tenants thanking the staff for taking care of maintenance issues so quickly. There were two other notes from relatives of former tenants thanking everyone for being kind and caring of their mothers.

Nancy presented the Maintenance Report for November, 2020. There were 35 work orders generated, 40 completed. Claude Dubord pumped septic tanks at all sites. Tetreault and Sons tested the new 667-2 septic system. Patriot Services cleared drain clogs at 89-5 and 64-7. Bruce McKean painted apt. G-03. Dorsey & Sons repaired hot water tank at 65 Prospect St. Quality Maintenance did a fall clean-up at Prospect St.

**M/Luddy-Ross, S/Butler.** Motion to approve the Maintenance Report for November, 2020 as presented. Unanimous.

The work on the 667-2 septic system, Fish #083043, is nearly complete. Contractor will be onsite December 8, 2020.

The Riddell Road Fire Alarm repairs to three buildings has not been completed. Lack of communication within Johnson Controls has held up the repairs. Necessary parts for 3 buildings on the end of the circuit were not ordered. Suppressers are needed to prevent further electrical damage.

The Capital Improvement Work Plan 5001, Amendment 7, Contract for Financial Assistance was approved by DHCD. We received an email approval, hard copy will be mailed when original can be copied.

The FY22 Capital Needs Assessment Report was reviewed. The discussion was about the financial needs of the Housing Authority and the lack of funding.

The FY22 Annual Plan and Public Hearing was discussed. It was decided to have the public hearing on March 2, 2021 giving time to make any changes and submit for Board approval at the regular meeting on March 9, 2021.

The FY24 Formula Funding Award is for \$202,145.

Board re-organization will be discussed when there is a full complement of the Board.

The 100 Prospect Street Office Renovations was discussed. Rob Smith, of JBMA Architects, a DHCD House Doctor has submitted a fee proposal of \$8595. Molly Parris had submitted a fee of \$9700 in the payment schedule.

The 100 Prospect Street Window Lintel Project, Fish #083053, bid opening will be held December 11, 2020. Shikha Jindal of Architectural Solutions will check references of the bidders and make a suggestion for Board approval. A Special Meeting of the Board has been tentatively scheduled for December 17, 2020.

The property insurance rate increase was discussed. It has gone from \$126 per unit to \$170 per unit annually. This is an increase of \$6380, \$24,650 from \$18,270.

The Minutes of January 23, February 11, and February 24, 2020 were not approved due to a lack of quorum from those meetings.

The Minutes of November 10, 2020 were discussed.

**M/Butler, S/Lafond.** Motion to approve the Minutes of November 10, 2020. Unanimous.

The Executive Director's Report for November, 2020 was presented. There were three apartment vacancies as of as of November 30, 2020 and 0 leases were signed in November. There were \$0 credits issued. Wait list applicants as of November 30, 2020: 3702 family, 1860 elderly/handicapped, 5293 Champ total, 5562 our total. The office continues to remain closed to the public until further instruction from DHCD or the Governor's Office. DHCD staff has been advised that their office will remain closed through March, 2020. The maintenance staff continues to disinfect heavily trafficked areas twice daily, perform grounds maintenance, complete emergency work orders, and apartment turnovers. There hves been four reported positive cases of COVID-19 at 100 Prospect Street and three at Riddell Road. Ben Stone, Associate Director of DHCD continues to hold remote meetings one Wednesday a month to discuss the needs of housing authorities and offer guidance in the reopening of office and buildings. Performance Management Review (PMR) for Fiscal Year ending June 30, 2020 was held remotely on Wednesday, November 18, 2020. Present were: Kim Gomez, Housing Management Specialist; Robert Garrett, Facilities Management Specialist; Nancy

Morris and Peter Egan. Areas discussed were: steps we have taken since last PMR to address areas of operational guidance/corrective action; how we are doing, particularly how COVID is affecting operations; and the need for any technical assistance. This PMR report will not be published. Molly Parris of the RCAT recently completed a Facilities Assessment report which will be used to create the Y2021 Capital Improvement Plan, which she and Nancy are working on. It will also include future projects which cannot financially be completed, as well as long term concerns. The Executive Director is working on the Annual Plan with Molly Parris and Cybersense, a software consulting firm hired by DHCD. The training lasted 3 hours and will be followed up with 2 separate one-on-one sessions when the information is gathered. This is required by 2014 Public Housing Reform Bill per Chapter 121B, Section 28A. It will include: Capital Improvement Plan (CIP), Operating Budget, Performance Management Review (PMR), Glossary of Terms, Schedule of Events, Maintenance and Repair Plan, List of Policies and List of DHCD Waivers. Any comments and responses from the public hearing must be added. The Board approved Annual Plan must be posted on the Housing Authority website. Nancy currently has 134.5 hours of vacation time left.

**M/Butler, S/Lafond.** Motion to approve the Executive Director's Report for November, 2020 as presented. Unanimous vote.

The Check Register and Employee Earnings Record through December 8, 2020 were presented. Two checks will be voided. New checks for the same amounts will be issued to another payee.

**M/Butler, S/Luddy-Ross.** Motion to approve the Check Register through December 8, 2020 with corrections to the payee name on 2 checks. Unanimous vote.

**M/Butler, S/Lafond.** Motion to approve the Employee Earnings Record through December 8, 2020 as presented. Unanimous vote.

The Accountant's Compilation Reports through October 31, 2020 were reviewed. Operating Reserve is currently at 70% but insurance bill will be reflected on December statements.

**M/Luddy-Ross, S/Lafond.** Motion to acknowledge the Accountant's Report through October 31, 2020. Unanimous vote.

Next meeting is scheduled for January 12, 2020 and will be held remotely.

**M/Butler, S/Lafond.** Motion to adjourn the meeting at 9:53 a.m. Vote unanimous.

  
Nancy J. Morris, Executive Director

Attested   
Christine Butler, Clerk